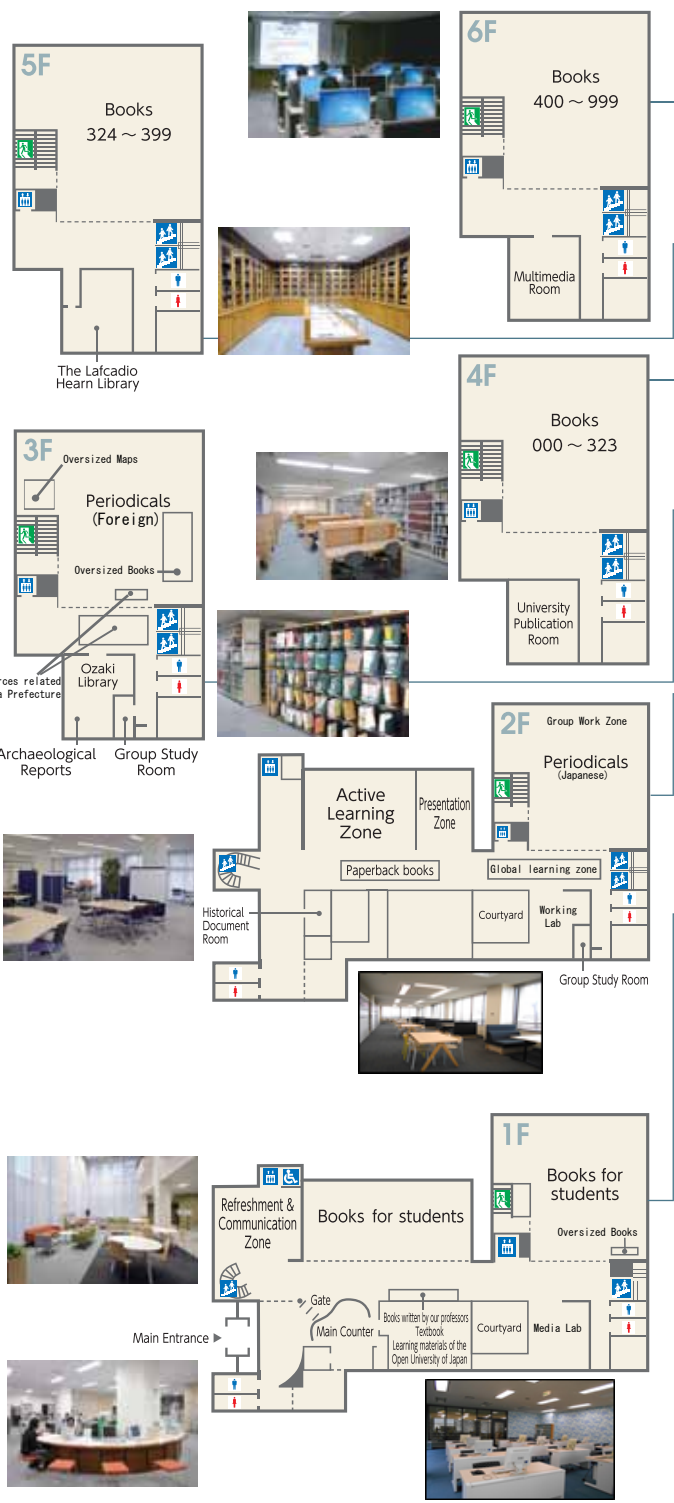


Central Library Guide



- 6F** Books(Natural science, Technology, Industry Arts, Language, Literature)
Multimedia Room
 - 5F** Books (Law, Economics, Finance, Statistics Sociology, Pedagogy, Ethnology, Military)
The Lafcadio Hearn Library,
Books on Lafcadio Hearn
 - 4F** Books(General description, Philosophy Religion, History, Social science, Political science, Law)
University Publication Room
 - 3F** Periodicals(Foreign) ,Oversize Books and Maps
Resources related Toyama Prefecture
Archaeological reports, Ozaki Library
Group Study Room
 - 2F** Periodicals(Japanese)
Books for language learning and extensive reading
Paperback Books, Newspaper(reduced edition)
Active Learning Zone, Presentation Zone
Historical Document Room(Kawai and Kikuchi)
Group Study Room , Group Work Zone,Working Lab
 - 1F** Books for students enrolling in seminars
Reference Books(Dictionary, Encyclopedia)
Books written by our professors, Textbook
Learning materials of the Open University of Japan
Audiovisual materials, **Media Lab**
Refreshment & Communication Zone
(Magazine, Newspaper, Exhibition)
-
- Stacks 4F** Books of Toyama High School under the prewar education system, Magazines, Audiovisual materials
Statistical data, Newspaper for past one year, Large size books
 - Stacks 3F** Books (Literature)
Domestic and foreign research bulletins-Reports
 - Stacks 2F** Books (Statistics, Sociology, Pedagogy, Ethnology Military, Natural science, Technology, Industry, Art Language)
 - Stacks 1F** Books(General description, Philosophy, Religion History, Social science, Political science, Law Economics, Finance)

Library hours

	Monday-Friday	Saturday and Sunday
Semester period	8:45~22:00	10:00~17:00
Examination period	8:45~22:00	10:00~20:00
Vacation period	9:00~17:00	Closed

- Closed**
- Sat. and Sun. during holidays and vacations
 - National holidays or Substitute holidays during holidays and vacations
 - Summer holidays
 - School Established Anniversary(Oct.1st)
 - End and beginning of the year(From Dec. 28th to Jan.4th)
- Library temporary closure and change in library hours are noticed on the bulletin board and the website.

University of Toyama Central Library
 3190 Gofuku, Toyama City, 930-8555, Japan
 Tel:076-445-6898 Fax:076-445-6902
<http://www.lib.u-toyama.ac.jp/chuo/>



Borrowing & Returning Books

Borrowing books

Your student ID card is also your library card. You can checkout books by following instructions of the automated library machine. If you want to borrow a book or an audio-visual material without a bar-code, please check it out at the circulation counter.

Faculty, staff, research students and external users, please apply for issuance of a library card.

Borrowing limits

User classification	Volume limit	Loan period	Loan renewal
Undergraduate student / Research student	10 volumes	14 days	once
Graduate student	20 volumes	30 days	once
Faculty / Professor emeritus	30 volumes	30 days	once
External user	5 volumes	14 days	once

Faculty and staff can also use materials in the research rooms.

During spring, summer, and winter holiday breaks, loan period extension (long borrowing) is available. Extended loan period cannot be renewed.

- **Materials banned from borrowing**: reference books, magazines, part of audio-visual materials, microforms, and rare books
- When books or materials are attempted to be taken out without clearing checkout, **the book detection system will sound a buzzer.**

Returning books

Materials you have checked out must be returned by using the automated library machine. Audio-visual materials and overdue books must be returned to the circulation counter.

When the library is closed, please return books by using the book chute on the left side of the entrance.

- If you have an overdue book that has not been returned, **you will not be permitted to borrow another book for the same number of days that the book remains overdue. (max. 30 days)**

Reserving a book

A book that is out on loan can be reserved. Please reserve a book through the OPAC (Online Public Access Catalog).

Requesting a book (University members only)

If a book which you want to use is located on other campuses or in research rooms, you can place a request for the book through the OPAC.

Copying Documents

Library materials can be photocopied within the scope of the Copyright Act. In the library, there are photocopiers which accept cash and a prepaid card. Before using the photocopier, fill out the application form at the circulation counter.

Interlibrary Service (University members only)

- Materials which are not in this library can be searched and borrowed from another library through the network. (ILL)
- Ordering a photocopy (Copy charge, postage, etc. are paid by you.)
- Borrowing a book (Postage is paid by you.)
- If you want to visit another library, we will make a letter of introduction, if necessary.

Library Manners

- Put the materials back where they belong after you use them.
- Be silent and don't use a mobile phone in the reading room.
- No smoking, eating or drinking is allowed in the library.
Only drink or water in a container closed with a cap such as PET bottle and canteen is permitted.
- Keep your valuables with you at all times.
- Don't leave your belongings or books behind.
- Return books and materials you have borrowed within the specified loan period.

Using Other Libraries on University of Toyama Campuses

When using the Medical and Pharmaceutical Library (Sugitani Campus) and the Art & Culture Library (Takaoka Campus), you need to follow the rules of each library. See the websites for details.

For External Users

Individuals who live, work or commute to school in Toyama Prefecture are eligible for external user memberships. To use the library, you need a library card. Please fill out a form at the circulation counter with your student ID, driver's license or other item that can verify your name and address.

Library Facilities and Service

Periodic Open of the Lafcadio Hearn Library

The Lafcadio Hearn Library is periodically open to public from 13:00 to 16:00 on the 2nd, 3rd and 4th Wednesdays. Visitors can enter the library without any application when it is open.

Using PCs and Internet

(Partially university members only)

There are computers for information search in the **Media lab** on the 1st floor.

Internet access is available on those computers. (Library password is required.)

Only students of University of Toyama can use the Multimedia Study Room on the 6th floor.

University members can access the Internet on their laptops through the wireless LAN in the library. (ID and password issued by the Information Technology Center are required.)

Laptop lending service is also available.

Global Learning Zone

There are books for language learning and extensive reading.

Audio-visual Materials

(Partially university members only)

To use audio-visual materials such as videos and DVDs, apply at the circulation counter and view or listen to them in the Multimedia Corner on the 1st floor. Copyright-cleared audio-visual materials are available for loan to University members only. (2 volumes within 7 days)

Purchase Request (University members only)

If a book or material you need for learning and research is not owned by the library, you can make a purchase request. Please fill out a request form.

Using Library Facilities (University members only)

To use the library facilities such as the group study room, please apply for use at the circulation counter.

The Active Learning Zone and the Presentation Zone are available for activities such as seminars and workshops.